



## TANZA WATER DISTRICT

## SERVICE VEHICLE CONTROL PROCEDURE

Type of Document:	Quality Management System Procedures			
Document No.	TWD-QP-AGS-007	Rev. no.	Ø	Page 1 of 8

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	AGS

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# Service Vehicle Control Procedure

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## 1.0 OBJECTIVES

To ensure that appropriate system and control on the usage of TWD service vehicles is carried out and implemented according to its purpose. The control shall include the renewal of certificate of registration and comprehensive insurance annually.

## 2.0 SCOPE

This procedure covers all service vehicles owned by Tanza Water District.

## 3.0 DEFINITION OF TERMS

- 3.1 TWD Service Vehicle – refers to vehicles registered under the name of the Tanza Water District, acquired in compliance with the approved guidelines on procurement.
- 3.2 Trip Ticket – form used to seek authority to use a service vehicle in an official business.
- 3.3 Service Vehicle Use Report – report accomplished by authorized drivers of a particular vehicle to record mileage, refueling, areas visited and purpose of visit.
- 3.4 Gas Slip – slip used to request refueling of indicated service vehicle.
- 3.5 AGSD – Administrative and General Services Division.
- 3.6 ACMD – Accounting and Cash Management Division.
- 3.7 LTO – Land and Transportation Office.

## 4.0 REFERENCE DOCUMENT

- 4.1 Infrastructure and Equipment Preventive Maintenance and Repair Procedure

## 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Manager of Administrative and General Services Division shall be responsible for the approval of vehicle assignment & schedule.
- 5.2 The Administrative and General Services Division shall be responsible for the following:
  - 5.2.1 Issuance of Gas Slip (gas, diesel, oil)
  - 5.2.2 Renewal of Certificate of Registration, Comprehensive Insurance and other related documents.
  - 5.2.3 Assignment of drivers for each service vehicle.
  - 5.2.4 Disposal of service vehicle upon reaching its road unworthiness/depreciated value.
  - 5.2.5 Filing of approved trip tickets.
  - 5.2.6 Monitoring of gas slips issued.

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- 5.2.7 Reconciliation of gas slips and statement of account (SOA) issued by the gasoline station to check the total fuels consumed for the month and ensure that Service Vehicle Use Report are complete for every vehicle, before forwarding to the Accounting and Cash Management Division (ACMD).

## 6.0 PROCEDURE DETAILS

### 6.1 Request for a Service Vehicle

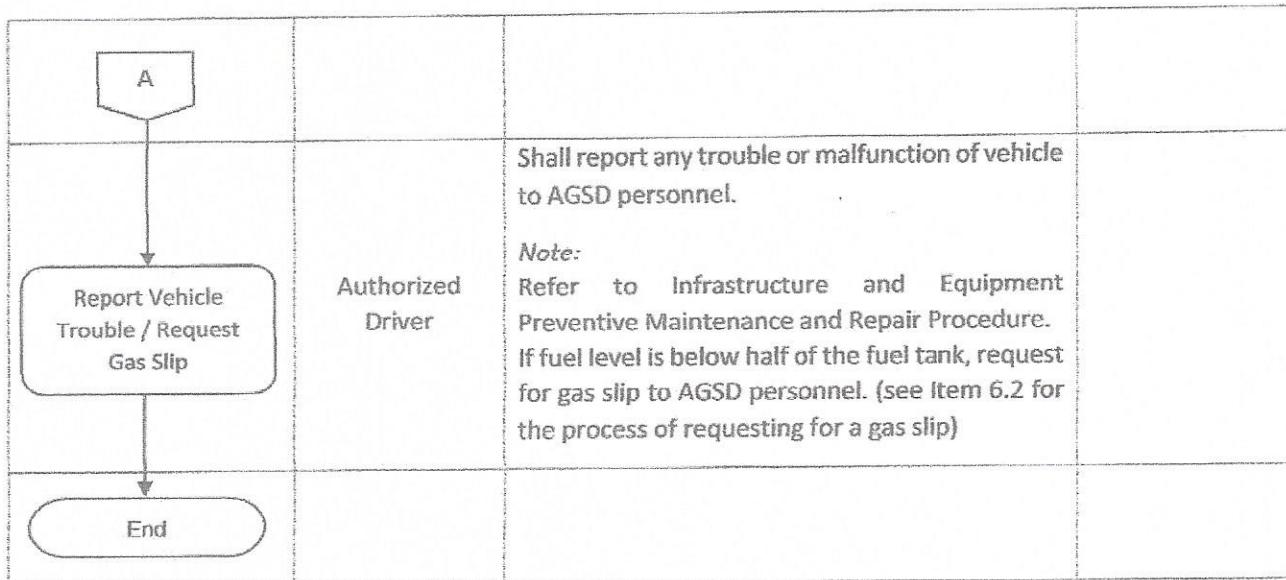
Process Flow	In-charge	Process Description	Records
Start			
Request for Service Vehicle	Authorized Driver	Shall fill-up the Trip Ticket form in duplicate indicating the date & time of use, duration, type of vehicle, destination and purpose.	Trip Ticket form
Approval of Trip Ticket	Division Manager of AGSD	Shall receive the Trip Ticket Form and sign for approval as to necessity of use.  <i>Note:</i> A copy shall be issued to the authorized driver and the other copy shall be filed.	Approved Trip Ticket form
Receipt of Approved Trip Ticket	Authorized Driver	Shall receive the approved Trip Ticket and proceed to the AGSD personnel assigned in service vehicles.	Approved Trip Ticket form
Issuance of Key	AGSD personnel	Shall turn-over the key of the particular vehicle as approved.	
Checking of Vehicle	Authorized Driver	Shall check the vehicle before using (gas, tires, brakes, dents or scratches etc.).	
A			

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## 6.2 Request for Gas Slip

Process Flow	In-charge	Process Description	Records
Start			
Gas Slip Request	Authorized Driver	Shall request for gas slip if fuel level of the assigned vehicle is below half of the fuel tank.	Gas Slip
Gas Slip Issuance	AGSD personnel	Shall issue Gas Slip after logging in the Gas Slip Monitoring Logbook and making sure that Service Vehicle Use Report for the particular vehicle is submitted by the authorized driver.	Gas Slip
Forward Gas Slip	Authorized Driver	Shall forward the Gas Slip to Division Managers of ACMD and AGSD for approval.	Gas Slip
A			

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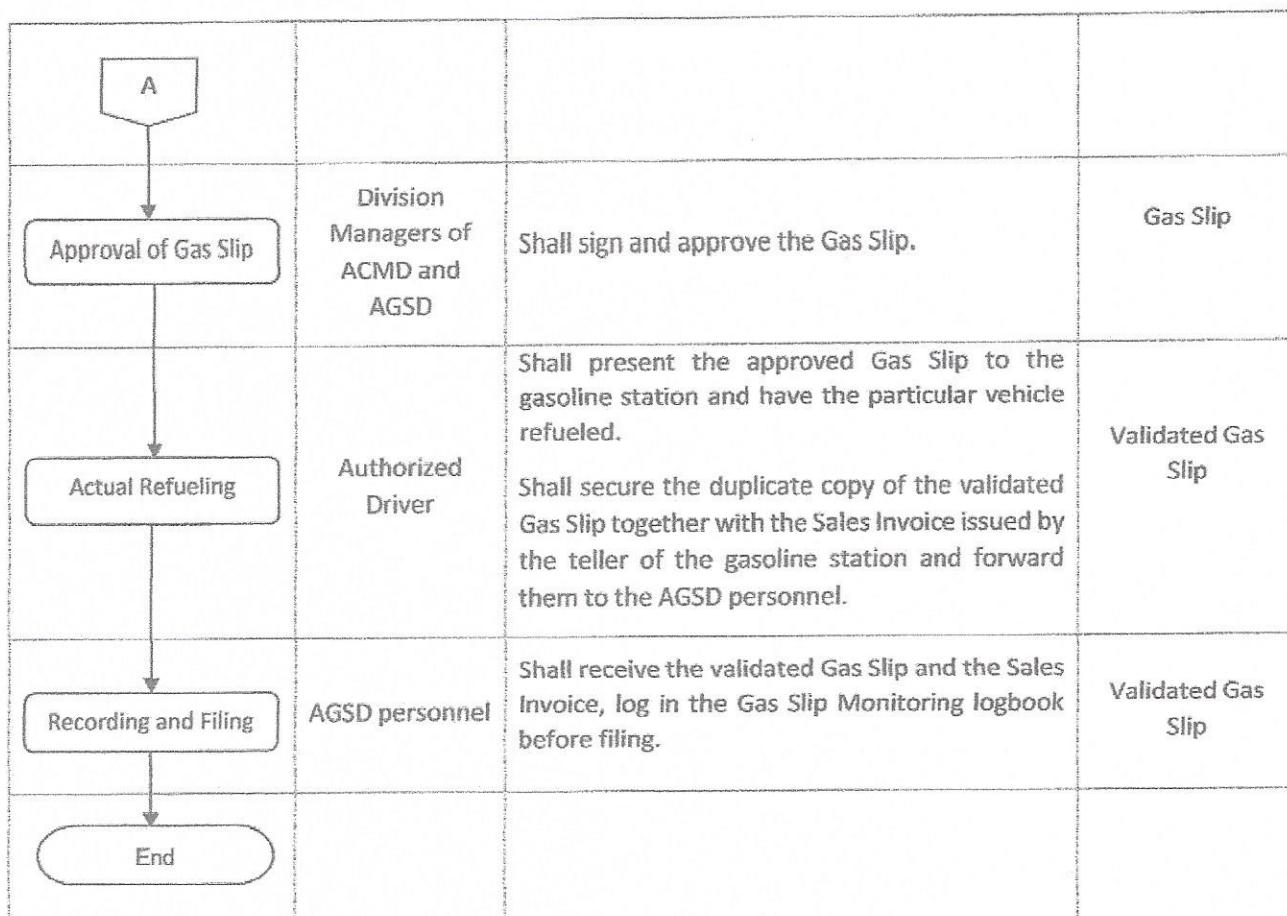
	Tanza Water District <i>Distribution Mark</i>
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## 6.3 Renewal of Comprehensive Insurance and LTO Certificate of Registration

Process Flow	In-charge	Process Description	Records
Start			
Application of insurance	AGSD personnel	Shall submit application for renewal of comprehensive insurance to GSIS – transmittal, photocopy of previous insurance policy, OR CR of the vehicle, OR of previous payment of policy.	
A			

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<b>Issuance of Billing</b>	GSIS personnel	Shall process the request for renewal and issue billing.	
<b>Issuance of Billing</b>	AGSD personnel	Shall forward the billing for vehicle insurance policy to ACMD.	
<b>Payment Processing</b>	ACMD personnel	Shall process check payment.	Check
<b>Claim Voucher</b>	AGSD personnel	Shall get the disbursement voucher (DV) together with the check to ACMD once available.	
<b>Payment</b> <i>Securing copy of policy and COC</i>	AGSD personnel	Shall proceed to GSIS Underwriting Section, hand-over the voucher, wait for the Order of Payment then proceed to the Cashier for payment.  Shall present OR to the GSIS personnel, wait for the policy details to be uploaded to the LTO system and get the Certificate of Cover (COC) and insurance policy.	Certificate of Cover
<b>Forward to ACMD</b>	AGSD personnel	Shall photocopy OR and return back the vouchers to ACMD.	
<b>Request for Cash Advance</b>	AGSD personnel	Shall fill-out Request for Cash Advance, have it signed by the Division Manager of AGSD then forward to the Office of the General Manager for approval.	Request for Cash Advance
<b>Approval</b>	General Manager	Shall check and approve the Request for Cash Advance.	
 <b>A</b>			

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<b>A</b>			
DV Preparation	ACMD	Shall prepare disbursement voucher.	Disbursement Voucher
Encashment	AGSD Personnel	Shall encash the check.	
LTO Registration	AGSD Personnel	Shall go to the emission testing center and have the particular vehicle tested.  Shall proceed to LTO for the processing of renewal of LTO registration.  Shall submit photocopy of OR CR, stencil, result of emission test and Certificate of Cover.	
Filing	AGSD Personnel	Shall photocopy the OR of the registration paid and prepare Liquidation Report, have it signed by the Division Manager of AGSD.  Shall also have a copy of the OR at the particular vehicle.  <i>Note:</i> Original copy of OR shall be filed and kept together with the other records of the particular vehicle.	
End			

## 6.4 Reports

Reports	Frequency	Responsible
Service Vehicle Use Report	Daily	Authorized Driver

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## 7.0 PERFORMANCE INDICATORS

- 7.1 Division Manager of Administrative and General Services Division shall ensure that all service vehicles are properly monitored and renewal of comprehensive insurance and LTO registration are done on time to avoid penalty.

## 8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 - Trip Ticket Form
- 8.2 Form 2 - Gas Slip
- 8.3 Form 3 - Service Vehicle Use Report

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Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite

### TRIP TICKET

Date: \_\_\_\_\_

Name of Authorized Passenger:

Assigned Driver:

Date of Use:

Place to be Visited:

Purpose:

Vehicle to be used: Tanza Water District	Plate No.: Tanza Water District
OCT 27 2016	NOV 02 2016
Departure Time: MASTER COPY	Estimated Time of Return: <b>CONTROLLED COPY</b>

Approved by:

KAREN P. MAESTRADO  
 DMB - AGSD



Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite

### TRIP TICKET

Date: \_\_\_\_\_

Name of Authorized Passenger:

Assigned Driver:

Date of Use:

Place to be Visited:

Purpose:

Vehicle to be Used:	Plate No.:
Departure Time:	Estimated Time of Return:

Approved by:

KAREN P. MAESTRADO  
 DMB - AGSD

AGS-013-00



Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite  
 Tel. No.: (046) 434-9497

Date:

**The MANAGER**

Request for supply/withdrawal of items/services specified hereunder:

Quantity:	
Description:	
Others:	

Control No.:	
Plate No.:	
Driver:	

**Reminder:** Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

**MELANIE P. BOBADILLA**  
 DMB - ACMD

Noted by:

**KAREN P. MAESTRADO**  
 DMB - AGSD

AGS-013-00



Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite  
 Tel. No.: (046) 434-9497

Date:

**The MANAGER**

Request for supply/withdrawal of items/services specified hereunder:

Quantity:	
Description:	
Others:	

Control No.:	
Plate No.:	
Driver:	

**Reminder:** Gas slip is valid only on the date of issue. Erasures invalidate this slip.

Approved for issue:

**MELANIE P. BOBADILLA**  
 DMB - ACMD

Noted by:

**KAREN P. MAESTRADO**  
 DMB - AGSD

AGS-013-00



Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite  
 Tel. No.: (046) 434-9497

Date:

**The MANAGER**

Request for supply/withdrawal of items/services specified hereunder:

Quantity:	
Description:	
Others:	

Control No.:	
Plate No.:	
Driver:	

**Reminder:** Gas slip is valid only on the date of issue. Erasures invalidate this slip.

OCT 27 2016

MASTER COPY

Approved for issue:

**MELANIE P. BOBADILLA**  
 DMB - ACMD

Noted by:

**KAREN P. MAESTRADO**  
 DMB - AGSD

AGS-013-00



Republic of the Philippines  
**TANZA WATER DISTRICT**  
 Tanza, Cavite  
 Tel. No.: (046) 434-9497

Date:

**The MANAGER**

Request for supply/withdrawal of items/services specified hereunder:

Quantity:	
Description:	
Others:	

Control No.:	
Plate No.:	
Driver:	<b>Tanza Water District</b>

**Reminder:** NOV 02 2016 Gas slip is valid only on the date of issue. Erasures invalidate this slip.

**CONTROLLED COPY**

Approved for issue:

**MELANIE P. BOBADILLA**  
 DMB - ACMD

Noted by:

**KAREN P. MAESTRADO**  
 DMB - AGSD



**REPUBLIC OF THE PHILIPPINES  
TANZA WATER DISTRICT**

## **SERVICE VEHICLE USE REPORT**

GOVERNMENT VEHICLE USED: \_\_\_\_\_ PLATE NO.: \_\_\_\_\_ MAKE: \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
**TANZA WATER DISTRICT**  
Tanza, Cavite

#### **SERVICE VEHICLE USE REPORT**

GOVERNMENT VEHICLE USED: \_\_\_\_\_ PLATE NO.: \_\_\_\_\_ MAKE: \_\_\_\_\_